

Introduction to MS Dynamics NAV

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

Assigned to students of courses BPH_EPS1, MPH_AOMA and MPH_AOPR

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Faculty of economics and business administration
Department of corporate economy

Customer Card

One customer record

Departments
Financial Management
Sales & Marketing
Sales
Order Processing
Marketing
Inventory & Pricing
Microsoft Dynamics CRM
Purchase
Warehouse
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Administration

Order Processing

Lists
Customers
Contacts
Sales Quotes
Sales Orders
Blanket Sales Orders
Sales Return Orders
Sales Invoices
Sales Credit Memos
Requests to Approve
Approval Request Entries
Certificates of Supply

Tasks
Order Planning
Create Recurring Sales Invoices

Reports and Analysis

Reports
Customer - Order Detail
Customer - Order Summary
Work Order
Sales Statistics
Customer/Item Sales
Customer - Sales List
Sales Invoice Nos.
Sales Credit Memo Nos.
EC Sales List
Sales Reservation Avail.

Documents
Documents
Order Confirmation
Sales Document Test
Sales Quote
Blanket Sales Order
Sales Invoice
Sales Credit Memo

Home
Posted Documents
Departments

Mouse click



List of customers

See next slide

List of Customers

| No. | Name | Responsi... Center | Location Code | Phone No. | Contact | Search Name | Blocked | Credit |
|----------|--------------------------------|--------------------|---------------|-----------|-------------------------|-------------|---------|--------|
| 01905893 | Candoxy Canada Inc. | | YELLOW | | Mr. Rob Young | CANDOXY... | | |
| 01905899 | Elkhorn Airport | | YELLOW | | Mr. Ryan Danner | ELKHORN ... | | |
| 01905902 | London Candoxy Storage C... | | YELLOW | | Mr. John Kane | LONDON ... | | |
| 10000 | The Cannon Group PLC | BIRMINGH... | BLUE | | Mr. Andy Teal | THE CAN... | | |
| 20000 | Selangorian Ltd. | | | | Mr. Mark McArthur | SELANGO... | | |
| 20309920 | Metatorad Malaysia Sdn Bhd | | YELLOW | | Mrs. Azleen Samat | METATOR... | | |
| 20312912 | Highlights Electronics Sdn ... | | GREEN | | Mr. Mark Darrell Boland | HIGHLIGH... | | |
| 20339921 | TraxTonic Sdn Bhd | | YELLOW | | Mrs. Rubina Usman | TRAXTONI... | | |
| 21233572 | Somadis | | YELLOW | | M. Syed ABBAS | SOMADIS | | |
| 21245278 | Maronegoce | | BLUE | | Mme. Fadoua AIT MOUSSA | MARONEG... | | |
| 21252947 | ElectroMAROC | | YELLOW | | | ELECTRO... | | |
| 27090917 | Zanlan Corp. | | YELLOW | | Mr. Derik Stenerson | ZANLAN C... | | |
| 27321782 | Karoo Supermarkets | | YELLOW | | Mr. Pieter Wycoff | KAROO SU... | | |
| 27489991 | Durbandit Fruit Exporters | | YELLOW | | Mr. Eric Lang | DURBANDI... | | |
| 30000 | John Haddock Insurance Co. | | | | Miss Patricia Doyle | JOHN HA... | | |
| 31505050 | Woonboulevard Kuitenbrou... | | YELLOW | | Maryann Barber | WOONBO... | | |
| 31669966 | Meersen Meubelen | | YELLOW | | Michael Vanderhyde | MEERSEN ... | | |
| 31987987 | Candoxy Nederland BV | | YELLOW | | Rob Verhoff | CANDOXY... | | |
| 32124578 | Nieuwe Zandpoort NV | | YELLOW | | Kevin Verboort | NIEUWE Z... | | |
| 32656565 | Antarcticopy | | YELLOW | | Michael Zeman | ANTARCTI... | | 2 |

Sell-to Customer Sale... ^

Customer No.: 20000

Quotes: 0

Blanket Orders: 0

Orders: 4

Invoices: 0

Return Orders: 0

Credit Memos: 0

Pstd. Shipments: 4

Pstd. Invoices: 4

Pstd. Return Recei...: 2

Pstd. Credit Memos: 2

Customer Statistics ^

Customer No.: 20000

Balance (LCY): 96 049,99

Sales

Outstanding Ord...: 9 351,34

Shipped Not Invd...: 0,00

Outstanding Invo...: 0,00

Service

Outstanding Serv...: 0,00

Serv Shipped Not...: 0,00

Outstanding Serv...: 0,19

Total (LCY): 105 401,...

Credit Limit (LCY): 0,00

Overdue Amounts...: 49 633,17

See balance (calculated field) and explain it! See business history and explain as well!
Use Edit Icon to open chosen customer card !

HOME ACTIONS NAVIGATE REPORT

Sales Order Sales Invoice Sales Reminder New

Edit View Delete

Sales Journal Statement Comments Contact Dimensions Credit Cards Ledger Statistics History

}

To open one chosen Customer Card

Customer Card

See following tabs :

- General - basic fields (Country (Region, Salesperson, Balance, Credit limit,...)
- Communication – basic fields (e-mail,...)
- Invoicing - basic fields (Posting groups- will part of the accounting section of this course)
- Payments – basic fields (Payment terms- enter new one by the use of **formula date**)
- Receiving – basic fields (Location)
- Foreign trade – basic fields (Currency code and Language)



↓
1D, 2W,1M..

Customer Ledger Entries

Customer card



Customer Ledger Entries

HOME ACTIONS NAVIGATE REPORT

Dimensions Bank Accounts Contact Order Addresses Online Map Vendor

Comments Cross References

Items Invoice Discounts Prices Purchases

Line Discounts Prepayment Percentages Std. Vend. Purchase Codes

Quotes Orders Return Orders Blanket Orders Documents

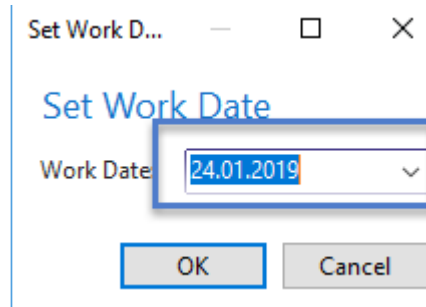
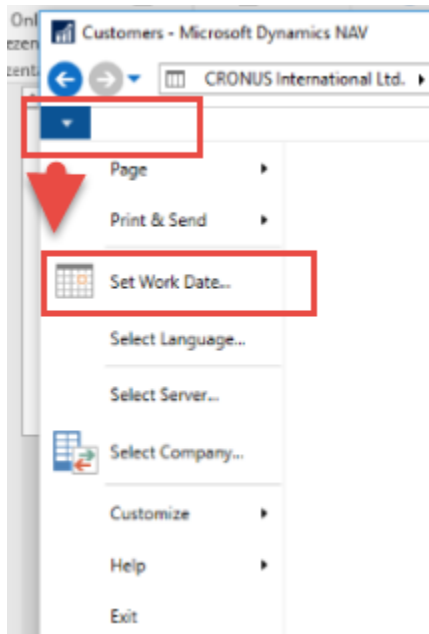
Ledger Entries Statistics

Customer Ledger Entries were created due to posted documents such as invoices, credit memos, and payments

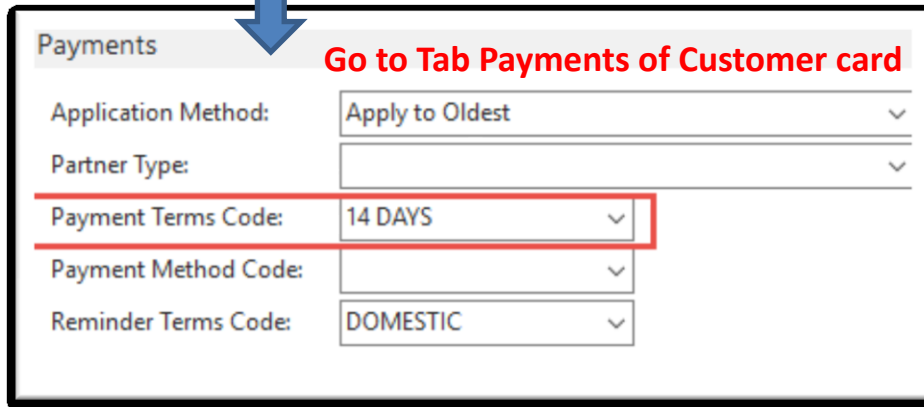
Customer Ledger Entries

| Posting Date | Document Type | Document No. | Cust... No. | Message to Recipient | Description | Curre... Code | Original Amount | Amount | Remaining Amount | Due Date |
|--------------|---------------|--------------|-------------|----------------------|----------------------------|---------------|-----------------|------------|------------------|------------|
| 31.12.2018 | Invoice | 00-12 | 20000 | | Opening Entries, Customers | | 55 010,04 | 55 010,04 | 0,00 | 31.01.2019 |
| 31.12.2018 | Invoice | 00-14 | 20000 | | Opening Entries, Customers | | 38 083,88 | 38 083,88 | 38 083,88 | 31.01.2019 |
| 31.12.2018 | Invoice | 00-2 | 20000 | | Opening Entries, Customers | | 42 315,42 | 42 315,42 | 0,00 | 03.01.2019 |
| 31.12.2018 | Invoice | 00-5 | 20000 | | Opening Entries, Customers | | 25 389,25 | 25 389,25 | 0,00 | 04.01.2019 |
| 31.12.2018 | Invoice | 00-8 | 20000 | | Opening Entries, Customers | | 50 778,50 | 50 778,50 | 48 845,77 | 10.01.2019 |
| 10.01.2019 | Payment | 2594 | 20000 | | Payment 2019 | | -42 315,42 | -42 315,42 | 0,00 | 10.01.2019 |
| 10.01.2019 | Payment | 2594 | 20000 | | Payment 2019 | | -25 389,25 | -25 389,25 | 0,00 | 10.01.2019 |
| 10.01.2019 | Payment | 2594 | 20000 | | Payment 2019 | | -55 010,04 | -55 010,04 | 0,00 | 10.01.2019 |
| 13.01.2019 | Invoice | 103018 | 20000 | | Order 101004 | | 787,40 | 787,40 | 787,40 | 23.01.2019 |
| 15.01.2019 | Invoice | 103019 | 20000 | | Order 101012 | | 215,83 | 215,83 | 215,83 | 27.01.2019 |
| 15.01.2019 | Credit Memo | 104002 | 20000 | | Credit Memo 104002 | | -787,40 | -787,40 | 0,00 | 15.01.2019 |
| 18.01.2019 | Credit Memo | 104003 | 20000 | | Credit Memo 104003 | | -1 145,33 | -1 145,33 | 0,00 | 18.01.2019 |
| 21.01.2019 | Invoice | 103024 | 20000 | | Order 101007 | | 1 145,33 | 1 145,33 | 1 145,33 | 28.01.2019 |
| 21.01.2019 | Invoice | 103002 | 20000 | | Invoice 103002 | | 6 971,78 | 6 971,78 | 6 971,78 | 04.02.2019 |

Working date, Payment condition, and **red marked** Customer Ledger Entries



Customer card



Business parameters

Customer Ledger Entries (filtered to only one red marked invoice entry)

Customer card

Customer Ledger Entries

13.01.19 | Posting Date

Filter: 20000

| Posting Date | Document Type | Document No. | Cust... No. | Message to Recipient | Description | Curre... Code | Original Amount | Amount | Remaining Amount | Due Date | Pmt. Discou... | Pmt. D Tolerat |
|--------------|----------------|---------------|-------------|----------------------|--------------|---------------|-----------------|--------|------------------|-------------------|----------------|----------------|
| 13.01.2019 | Invoice | 103018 | 20000 | | Order 101004 | | 787,40 | 787,40 | 787,40 | 23.01.2019 | 09.01.2019 | 09.01.2 |

By use of Navigate tool, you can see document (invoice)

ACTIONS

View List | Edit List | Show Posted Document | **Navigate** | Apply Entries



Invoice in question

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS

Show Related Entries Find Print...

Document

Document No. 103018

Related Entries

- Posted Sales Invoice
- G/L Entry
- VAT Entry
- Cust. Ledger Entry
- Detailed Cust. Ledg. Entry
- Value Entry

103018 · Selangorian Ltd.

General

| | | | |
|------------------------|-------------------|---------------------------|------------|
| No.: | 103018 | Document Date: | 09.01.2019 |
| Sell-to Customer No.: | 20000 | Document Exchange Status: | Not Sent |
| Sell-to Contact No.: | | Quote No.: | |
| Sell-to Customer Name: | Selangorian Ltd. | Order No.: | 101004 |
| Sell-to Address: | 153 Thomas Drive | Pre-Assigned No.: | |
| Sell-to Address 2: | | External Document No.: | |
| Sell-to Post Code: | CV6 1GY | Salesperson Code: | PS |
| Sell-to City: | Coventry | Responsibility Center: | |
| Sell-to Contact: | Mr. Mark McArthur | No. Printed: | 0 |
| Posting Date: | 13.01.2019 | | |

Lines

| Line | Type | No. | Description | Quantity | Unit of Measur... | Unit Price Excl. VAT | Line Amount Excl. VAT |
|------|------|--------|-------------|----------|-------------------|----------------------|-----------------------|
| | Item | 1896-S | ATHENS Desk | 1 | PCS | 649,40 | 649,40 |

Invoice Discount Amount Excl. VAT: 19,48

| | |
|-------------------------------|---------------|
| Total Excl. VAT (GBP): | 629,92 |
| Total VAT (GBP): | 157,48 |
| Total Incl. VAT (GBP): | 787,40 |

Invoicing

| | | | |
|-----------------------|------------------|----------------------|------------|
| Bill-to Customer No.: | 20000 | Project Code: | |
| Bill-to Contact No.: | | Payment Terms Code: | 14 DAYS |
| Bill-to Name: | Selangorian Ltd. | Due Date: | 23.01.2019 |
| Bill-to Address: | 153 Thomas Drive | Payment Discount %: | 0 |
| Bill-to Address 2: | | Post. Discount Date: | 09.01.2019 |

One day after the due date

Set Work D... [] [X]

Set Work Date

Work Date:

Document Date:

Document Exchange Status: Not Sent

Quote No.:

Order No.: 101004

Pre-Assigned No.:

External Document No.:

Salesperson Code: PS

Responsibility Center:

No. Printed:

| Quantity | Unit of Measur... | Unit Price Excl. VAT | Line Amount Excl. VAT |
|----------|-------------------|----------------------|-----------------------|
| 1 | PCS | 649,40 | 649,40 |

19,48 Total Excl. VAT (GBP):

Total VAT (GBP):

Total Incl. VAT (GBP):

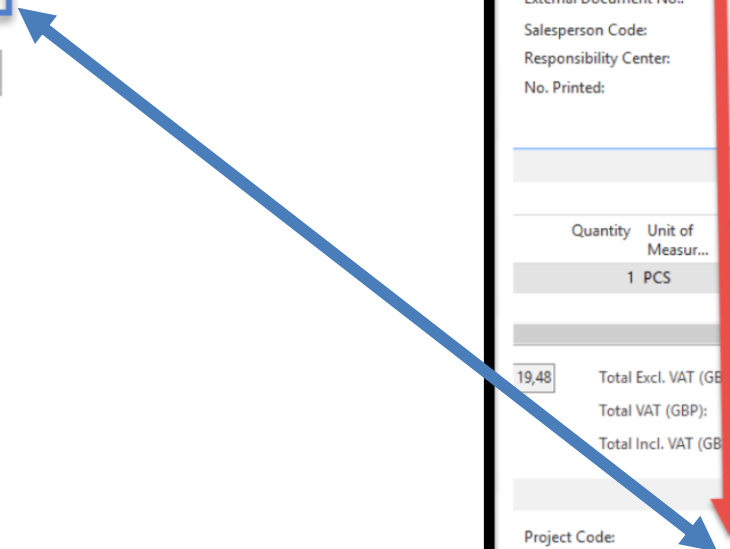
Project Code:

Payment Terms Code: 14 DAYS

Due Date:

Payment Discount %:

14 days



Item list (use search window)

Items ▾

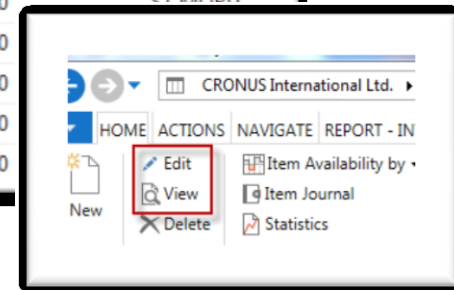
Type to filter (F3) | Description

Show results:

✗ Where No. ▾ is Enter a value.


+ Add Filter

| No. | Description | As... BO... | Base Unit of Measure | Cost is ... | Unit Cost | Unit Price | Vendor No. | Search Description |
|--------|------------------------------|----------------|-------------------------|-------------------------------------|-----------|------------|------------|-----------------------|
| 1720 | Hand front wheel Brake | No | PCS | <input checked="" type="checkbox"/> | 4,80 | 0,00 | 01587796 | HAND FR... |
| 1800 | Handlebars | No | PCS | <input type="checkbox"/> | 2,12 | 0,00 | 01587796 | HANDLEB... |
| 1850 | Saddle | No | PCS | <input type="checkbox"/> | 7,20 | 0,00 | 01587796 | SADDLE |
| 1896-S | ATHENS Desk | No | PCS | <input type="checkbox"/> | 506,60 | 649,40 | 30000 | ATHENS D... |
| 1900 | Frame | No | PCS | <input type="checkbox"/> | 15,70 | 0,00 | 01587796 | FRAME |
| 1900-S | PARIS Guest Chair, black | No | PCS | <input type="checkbox"/> | 97,50 | 125,10 | 20000 | PARIS GUE... |
| 1906-S | ATHENS Mobile Pedestal | No | PCS | <input type="checkbox"/> | 219,50 | 281,40 | 30000 | ATHENS ... |
| 1908-S | LONDON Swivel Chair, blue | No | PCS | <input type="checkbox"/> | 96,10 | 123,30 | 30000 | LONDON ... |
| 1920-S | ANTWERP Conference Table | No | PCS | <input type="checkbox"/> | 328,00 | 420,40 | 20000 | ANTWERP ... |
| 1924-W | CHAMONIX Base Storage U... | Yes | PCS | <input type="checkbox"/> | 81,70 | 136,40 | 20000 | CHAMONI... |
| 1928-S | AMSTERDAM Lamp | No | PCS | <input type="checkbox"/> | 27,80 | 35,60 | 10000 | AMSTERD... |
| 1928-W | ST.MORITZ Storage Unit/Dr... | Yes | PCS | <input type="checkbox"/> | 191,90 | 342,10 | | ST MORT... |
| 1936-S | BERLIN Guest Chair, yellow | No | PCS | <input type="checkbox"/> | 97,50 | 125,10 | | |
| 1952-W | OSLO Storage Unit/Shelf | Yes | PCS | <input type="checkbox"/> | 93,60 | 158,50 | | |
| 1960-S | ROME Guest Chair, green | No | PCS | <input type="checkbox"/> | 97,50 | 125,10 | | |
| 1964-S | TOKYO Guest Chair, blue | No | PCS | <input type="checkbox"/> | 97,50 | 125,10 | | |



Item Card

1936-S · BERLIN Guest Chair, yellow

General  ^

| | | | | |
|-----------------------------|----------------------------|-----|-----------------------------|--------------------------|
| No.: | 1936-S | ... | Qty. on Purch. Order: | 0 |
| Description: | BERLIN Guest Chair, yellow | | Qty. on Prod. Order: | 0 |
| Base Unit of Measure: | PCS | ▼ | Qty. on Component Lines: | 0 |
| Assembly BOM: | No | | Qty. on Sales Order: | 23 |
| Shelf No.: | D8 | | Qty. on Service Order: | 0 |
| Automatic Ext. Texts: | <input type="checkbox"/> | | Qty. on Job Order: | 0 |
| Created From Nonstock Item: | <input type="checkbox"/> | | Qty. on Assembly Order: | 0 |
| Item Category Code: | ▼ | | Qty. on Asm. Component: | 0 |
| Product Group Code: | ▼ | | Blocked: | <input type="checkbox"/> |
| Service Item Group: | ▼ | | Last Date Modified: | 24.8.2017 |
| Search Description: | BERLIN GUEST CHAIR, YE... | | Stockout Warning: | Default (Yes) ▼ |
| Inventory: | 136 | | Prevent Negative Inventory: | Default (No) ▼ |

^ Show fewer fields

See basic fields (Inventory, Quantity on Sales and Purchase orders)

Item Card

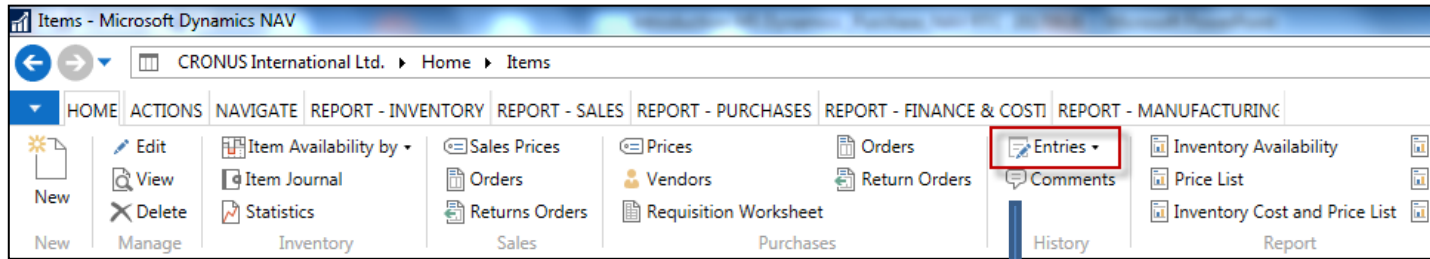
| Invoicing | | | |
|---------------------------|--------------------------|----------------------------|-------------------------------------|
| Costing Method: | FIFO | Unit Price: | 125,10 |
| Cost is Adjusted: | <input type="checkbox"/> | Gen. Prod. Posting Group: | RETAIL |
| Cost is Posted to G/L: | No | VAT Prod. Posting Group: | VAT25 |
| Standard Cost: | 97,50 | Inventory Posting Group: | RESALE |
| Unit Cost: | 97,50 | Default Deferral Template: | |
| Overhead Rate: | 0,00 | Net Invoiced Qty.: | 136 |
| Indirect Cost %: | 0 | Allow Invoice Disc.: | <input checked="" type="checkbox"/> |
| Last Direct Cost: | 97,50 | Item Disc. Group: | RESALE |
| Price/Profit Calculation: | Profit=Price-Cost | Sales Unit of Measure: | PCS |
| Profit %: | 22,06235 | | |

Product posting group will be explained later (impact to accounting)
Later in this course tutor explain a Unit cost and use of Assist button to show you a decomposition of Unit cost

Item Card

| Replenishment | | | |
|-------------------------|----------|-----------------------|-------------------|
| Replenishment System: | Purchase | Production | |
| Lead Time Calculation: | | Manufacturing Policy: | Make-to-Stock |
| Purchase | | Routing No.: | |
| Vendor No.: | 20000 | Production BOM No.: | |
| Vendor Item No.: | 20-123 | Rounding Precision: | 1 |
| Purch. Unit of Measure: | PCS | Flushing Method: | Manual |
| | | Scrap %: | 0 |
| | | Lot Size: | 0 |
| | | Assembly | |
| | | Assembly Policy: | Assemble-to-Stock |
| Planning | | | |

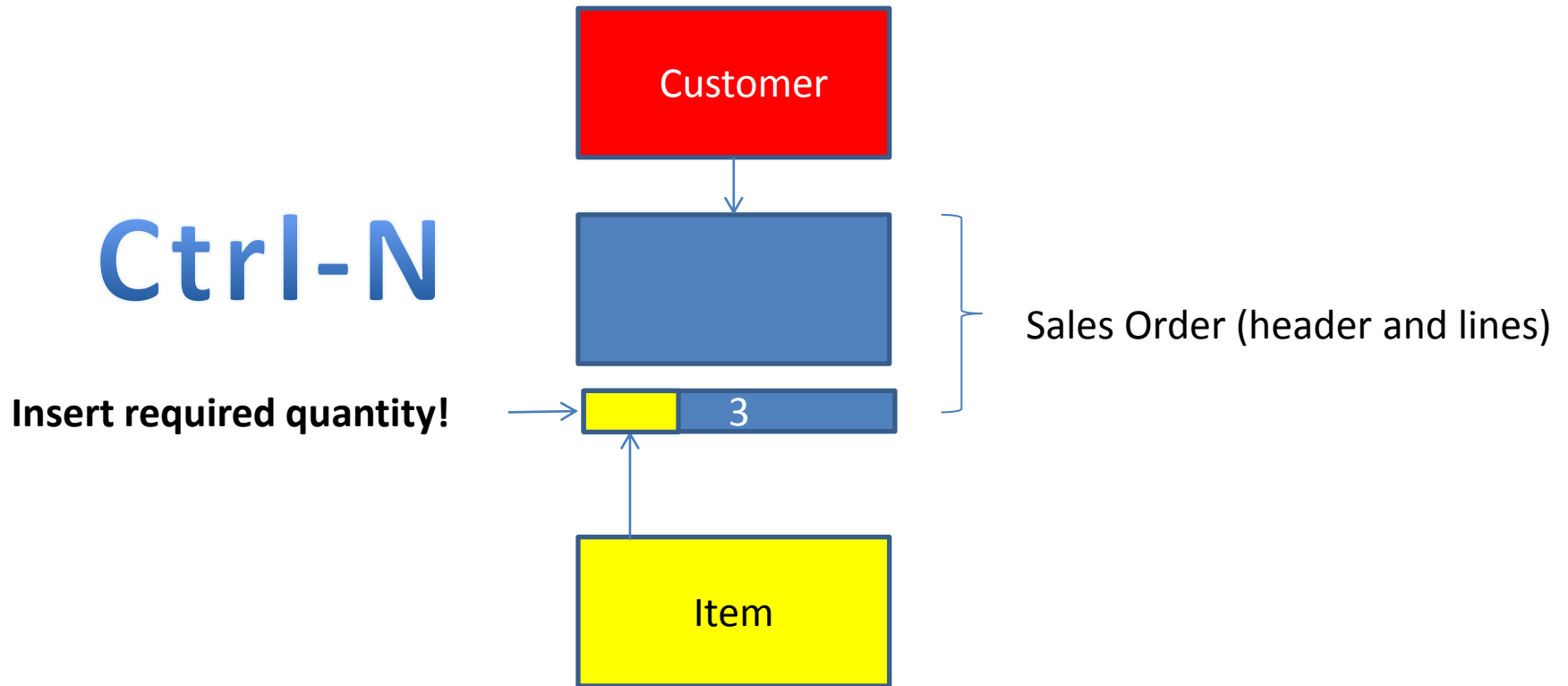
Item Ledger Entries



| Document No. | Item No. | Description | Location Code | Quantity | Invoiced Quantity | Remaining Quantity | Sales Amount (Actual) | Cost Amount (Actual) | Cost Amount (Non-Invtbl.) | Open | Order Type | Entry No. |
|--------------|----------|-------------|---------------|----------|-------------------|--------------------|-----------------------|----------------------|---------------------------|-------------------------------------|------------|-----------|
| TART | 1936-S | BLUE | | 36 | 36 | 36 | 0,00 | 3 510,00 | 0,00 | <input checked="" type="checkbox"/> | | 45 |
| TART | 1936-S | RED | | 50 | 50 | 46 | 0,00 | 4 875,00 | 0,00 | <input checked="" type="checkbox"/> | | 46 |
| TART | 1936-S | GREEN | | 50 | 50 | 46 | 0,00 | 4 875,00 | 0,00 | <input checked="" type="checkbox"/> | | 47 |
| 18002 | 1936-S | GREEN | | -4 | -4 | 0 | 0,00 | -390,00 | 0,00 | <input type="checkbox"/> | Transfer | 245 |
| 18002 | 1936-S | OWN LOG. | | 4 | 4 | 0 | 0,00 | 390,00 | 0,00 | <input type="checkbox"/> | Transfer | 246 |
| 19001 | 1936-S | OWN LOG. | | -4 | -4 | 0 | 0,00 | -390,00 | 0,00 | <input type="checkbox"/> | Transfer | 249 |
| 19001 | 1936-S | RED | | 4 | 4 | 4 | 0,00 | 390,00 | 0,00 | <input checked="" type="checkbox"/> | Transfer | 250 |
| 18005 | 1936-S | RED | | -4 | -4 | 0 | 0,00 | -390,00 | 0,00 | <input type="checkbox"/> | Transfer | 270 |
| 18005 | 1936-S | OUT. LOG. | | 4 | 4 | 4 | 0,00 | 390,00 | 0,00 | <input checked="" type="checkbox"/> | Transfer | 271 |

By removing filter value see other entry types (purchases, transfers sales)

Sales Order creation



Sales Order creation

The screenshot displays the Microsoft Dynamics NAV interface for 'Order Processing'. The breadcrumb trail at the top reads: 'CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing >'. The left-hand navigation pane shows a tree structure with 'Order Processing' selected and highlighted in blue. A red box highlights the 'Order Processing' item in the navigation pane. The main content area is titled 'Order Processing' and is divided into two sections: 'Lists' and 'Tasks'. Under the 'Lists' section, 'Sales Orders' is highlighted with a red box. Other items listed include Customers, Contacts, Sales Quotes, Blanket Sales Orders, Sales Return Orders, Sales Invoices, Sales Credit Memos, Requests to Approve, Approval Request Entries, and Certificates of Supply. Under the 'Tasks' section, the items listed are Order Planning and Create Recurring Sales Invoices.

Order Processing - Microsoft Dynamics NAV

CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing >

Departments

- Financial Management
- Sales & Marketing
 - Sales
 - Order Processing**
 - Marketing
 - Inventory & Pricing
 - Microsoft Dynamics CRM
 - Purchase
 - Warehouse
 - Manufacturing
 - Jobs
 - Resource Planning
 - Service
 - Human Resources
 - Administration

Order Processing

Lists

- Customers
- Contacts
- Sales Quotes
- Sales Orders**
- Blanket Sales Orders
- Sales Return Orders
- Sales Invoices
- Sales Credit Memos
- Requests to Approve
- Approval Request Entries
- Certificates of Supply

Tasks

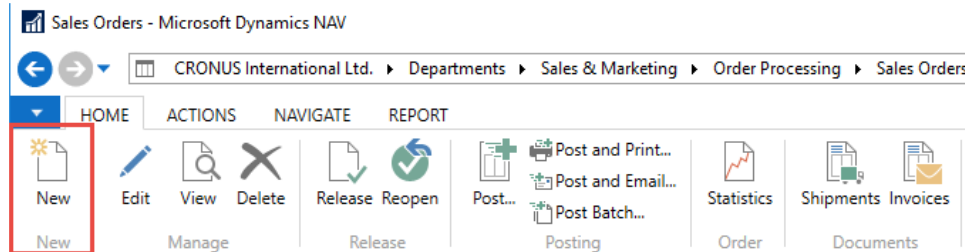
- Order Planning
- Create Recurring Sales Invoices

List of already existing Sales Orders

| Sales Orders | | | | | | | | | | |
|---------------------------|-------------------|----------------------------|--------------------|---------------|------------------|----------|-------------------|--------------|---------------|----------------------------|
| Type to filter (F3) No. | | | | | | | | | | Limit totals: "...23.01.19 |
| No. | Sell-to Custom... | Sell-to Customer Name | External Docume... | Location Code | Assigned User ID | Status | Salespers... Code | Campaign No. | Currency Code | Doc Dat |
| 101005 | 30000 | John Haddock Insurance Co. | | | | Released | PS | | | 10.0 |
| 101009 | 38128456 | MEMA Ljubljana d.o.o. | | RED | | Released | JR | | EUR | 18.0 |
| 101011 | 43687129 | Designstudio Gmunden | | RED | | Released | JR | | EUR | 11.0 |
| 101013 | 46897889 | Englunds Kontorsmöbler AB | | YELLOW | | Released | JR | | SEK | 17.0 |
| 101015 | 49633663 | Autohaus Mielberg KG | | GREEN | | Released | JR | | EUR | 20.0 |
| 101016 | 10000 | The Cannon Group PLC | | BLUE | | Released | PS | | | 24.0 |
| 101017 | 20000 | Selangorian Ltd. | | | | Open | PS | | | 25.0 |
| 101018 | 01454545 | New Concepts Furniture | | YELLOW | | Open | JR | | USD | 25.0 |
| 101019 | 31987987 | Candoxy Nederland BV | | YELLOW | | Released | JR | | EUR | 21.0 |
| 101020 | 32789456 | Lovaina Contractors | | YELLOW | | Open | JR | | EUR | 25.0 |
| 101022 | 38128456 | MEMA Ljubljana d.o.o. | | RED | | Open | JR | | EUR | 03.0 |
| 101023 | 30000 | John Haddock Insurance Co. | | | | Open | PS | | | 20.0 |
| 104001 | 10000 | The Cannon Group PLC | | BLUE | | Open | PS | | | 16.0 |
| 104002 | 20000 | Selangorian Ltd. | | | | Open | PS | | | 16.0 |

These Sales orders have not been posted so far.

Sales Order (SO) – new one



Double click on icon New

Empty form of SO structure ->Enter and find a customer
The new document number is created automatically

A screenshot of the 'Sales Order' form in Microsoft Dynamics NAV, showing the 'General' tab. The form contains various fields for customer and order information. The 'Sell-to Customer No.' field is highlighted with a red rectangular box, and a red arrow points to it from a callout box that says 'Use F4 to choose Customer'. Other fields include 'No.', 'Sell-to Contact No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code', 'Sell-to City', 'Sell-to Contact', 'No. of Archived Versions', 'Posting Date', 'Order Date', 'External Document No.', 'Salesperson Code', 'Campaign No.', 'Opportunity No.', 'Responsibility Center', 'Assigned User ID', 'Job Queue Status', and 'Status'.

Sales Order (SO) – new

(To enter data use F4 or mouse)

Fields with default data are marked by orange *

Enter the chosen Customer and confirm by key ENTER!

Enter type of the Sales Order line (by F4 or mouse) = Item!

Enter the chosen item (Berlin chair 1936-S) and confirm by key ENTER!

Enter quantity ten and Stock location= **BLUE!**




See next slide

Sales Order (SO)

You will get probably a warning message! Will be explained by tutor!
To continue push button YES

View - Check Credit Limit ? X

 An action is requested regarding the Credit Limit check.

This customer has an overdue balance. Do you still want to record the amount?

Details ^

| | |
|---------------------------------------|----------------------------|
| No.: | 30000 |
| Name: | John Haddock Insurance Co. |
| Balance (LCY): | 349 615,40 |
| Outstanding Amt. (LCY): | 9 512,81 |
| Shipped/Ret. Rcd. Not Invd. (LCY): | 1 996,90 |
| Current Amount (LCY): | 0,00 |
| Total Amount (LCY): | 361 125,11 |
| Credit Limit (LCY): | 0,00 |
| Overdue Amounts (LCY) as of 24.01.19: | 110 020,08 |
| Invoiced Prepayment Amount (LCY): | 0,00 |

Sales Order (SO)

1001 · John Haddock Insurance Co.

General

No.: 1001 Document Date: 24.01.2019

Sell-to Customer No.: 30000 Requested Delivery Date:

Sell-to Contact No.: CT000018 Promised Delivery Date:

Sell-to Customer Name: John Haddock Insurance Co. Quote No.:

Sell-to Address: 10 High Tower Green External Document No.:

Sell-to Address 2:

Sell-to Post Code: MQ2 4RT Salesperson Code: PS

Sell-to City: Manchester Campaign No.:

Sell-to Contact: Miss Patricia Doyle Opportunity No.:

No. of Archived Versions: 0 Responsibility Center:

Posting Date: 24.01.2019 Assigned User ID:

Order Date: 24.01.2019 Job Queue Status:

Status: Open

Sell-to Customer Sal...

Customer No.: 30000

Quotes: 0

Blanket Orders: 0

Orders: 6

Invoices: 0

Return Orders: 0

Credit Memos: 0

Pstd. Shipments: 5

Pstd. Invoices: 2

Pstd. Return Rece...: 0

Pstd. Credit Mem...: 0

Sales Line Details

Item No.: 1936-S

Required Quantity: 10

Availability

Shipment Date: 24.01.2019

Item Availability: 26

Available Invent...: 36

Scheduled Recei...: 0

Reserved Receipt: 0

Gross Requireme...: 10

Reserved Requir...: 0

Item

Unit of Measure ...: PCS

Qty. per Unit of ...: 1

Substitutions: 0

Color Drive: 1

Lines

| Type | No. | Description | Location Code | Quantity | Qty. to Assemble L... | Reserved Quantity | Unit of Measur... | Unit Price Excl. VAT | Line Amount Excl. VAT | Line Discount % | Qty. to Ship | Quantity Shipped | Qty. to Invoice | Qua Invo |
|------|--------|---------------------------|---------------|----------|-----------------------|-------------------|-------------------|----------------------|-----------------------|-----------------|--------------|------------------|-----------------|----------|
| Item | 1936-S | BERLIN Guest Chair, ye... | BLUE | 10 | | | PCS | 143,90 | 1 367,05 | 5 | 10 | | 10 | |

Invoice Discount Amount: 0,00 Total Excl. VAT (GBP): 1 367,05

Invoice Discount %: 0 Total VAT (GBP): 341,76

Print (Preview)

New - Sales Order - 1001 · John Haddock Insurance Co.

HOME ACTIONS NAVIGATE

View Edit New Delete Manage Release Reopen Post... Post and Print... Post and Email... Test Report... Posting Copy Document... Order Promising Prepare Statistics Assembly Orders Archive Document Order Shipments Invoices Documents Email Confirmation... Order Confirmation Print Confirmation...

1001 · John Haddock Insurance Co.

Order Confirmation

Page 1 of 1

John Haddock Insurance Co.
Miss Patricia Doyle
10 High Tower Green
Manchester, MQ2 4RT
Great Britain

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London

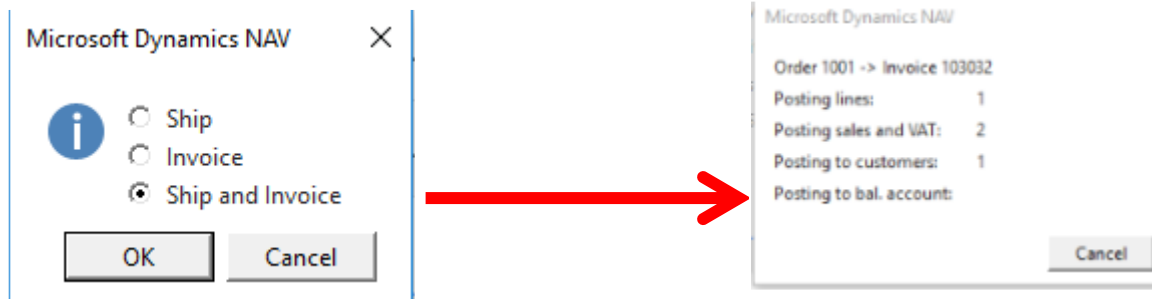
| | | | |
|----------------------|---------------|----------------------|-----------------|
| VAT Registration No. | 533485789 | Phone No. | 0666-666-6666 |
| Bill-to Customer No. | 30000 | Home Page | |
| Payment Terms | Current Month | E-Mail | |
| Shipment Method | Ex Warehouse | VAT Registration No. | GB77777777 |
| Prices Including VAT | No | Giro No. | 888-9999 |
| Document Date | 24.01.19 | Bank | World Wide Bank |
| Shipment Date | 24.01.19 | Account No. | 99-99-888 |
| Order No. | 1001 | Salesperson | Peter Sadow |

| No. | Description | Quantity | Unit of Measure | Unit Price | Discount % | Allow Invoice Discount | VAT Identifier | Amount |
|--------|----------------------------|----------|-----------------|------------|------------|------------------------|----------------|---------------------|
| 1936-S | BERLIN Guest Chair, yellow | 10 | Piece | 143,90 | 5 | Yes | VAT25 | 1 367,05 |
| | | | | | | | | Total GBP Excl. VAT |
| | | | | | | | | 25% VAT |
| | | | | | | | | Total GBP Incl. VAT |
| | | | | | | | | 1 367,05 |
| | | | | | | | | 341,76 |
| | | | | | | | | 1 708,81 |

VAT Amount Specification

| VAT Identifier | VAT % | Line Amount | Invoice Discount Base Amount | Invoice Discount Amount | VAT Base | VAT Amount |
|----------------|-------|-----------------|------------------------------|-------------------------|-----------------|---------------|
| VAT25 | 25 | 1 367,05 | 1 367,05 | 0,00 | 1 367,05 | 341,76 |
| Total | | 1 367,05 | 1 367,05 | 0,00 | 1 367,05 | 341,76 |

Post SO by use of key F9 (or icon)



See Customer Ledger Entries :

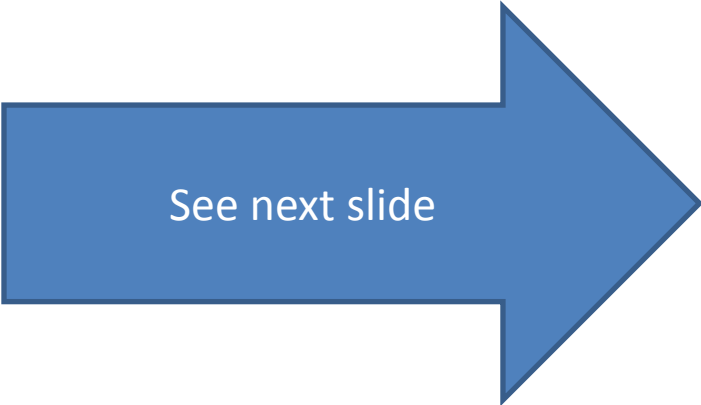
- Search window
- Customer
- Filter to Customer 30000
- Icon Ledger Entries –Option Entries or Ctrl-F7

| Customer Ledger Entries | | | | | | | | | | | Document No. |
|-------------------------|---------------|--------------|-------------|----------------------|----------------|---------------|-----------------|----------|------------------|------------|--------------|
| Posting Date | Document Type | Document No. | Cust... No. | Message to Recipient | Description | Curre... Code | Original Amount | Amount | Remaining Amount | Due Date | |
| 14.01.2019 | Invoice | 103031 | 30000 | | Invoice 1003 | | 861,13 | 861,13 | 861,13 | 31.01.2019 | |
| 21.01.2019 | Invoice | 103003 | 30000 | | Invoice 103003 | | 5 999,40 | 5 999,40 | 5 999,40 | 31.01.2019 | |
| 24.01.2019 | Invoice | 103032 | 30000 | | Order 1001 | | 1 708.81 | 1 708.81 | 1 708.81 | 31.01.2019 | |

Customer Ledger Entries

Customer Ledger Entries ▾ 1* | Document No.

| Posting Date ▲ | Document Type | Document No. | Cust... No. ▲ | Message to Recipient | Description | Curre... Code ▲ | Original Amount | Amount | Remaining Amount | Due Date |
|----------------|---------------|--------------|---------------|----------------------|----------------|-----------------|-----------------|----------|------------------|------------|
| 14.01.2019 | Invoice | 103031 | 30000 | | Invoice 1003 | | 861,13 | 861,13 | 861,13 | 31.01.2019 |
| 21.01.2019 | Invoice | 103003 | 30000 | | Invoice 103003 | | 5 999,40 | 5 999,40 | 5 999,40 | 31.01.2019 |
| 24.01.2019 | Invoice | 103032 | 30000 | | Order 1001 | | 1 708,81 | 1 708,81 | 1 708,81 | 31.01.2019 |



Item Ledger Entries

The screenshot displays the SAP Item Ledger Entries (ILE) for item 1000, 'Bicycle'. The main table shows the following data:

| No. | Description | Type | Inventory | Subst. Exist. | As-BOM | Production BOM No. | Routing No. | Unit | Cost |
|------|------------------|-----------|-----------|---------------|--------|--------------------|-------------|------|----------|
| 1000 | Bicycle | Inventory | 32 | Ne | Ne | 1000 | 1000 | | |
| 1001 | Touring Bicycle | Inventory | 0 | Ne | Ne | 1000 | 1000 | | |
| 1100 | Front Wheel | Inventory | 152 | Ne | Ne | 1100 | 1100 | | |
| 1110 | Rim | Inventory | 400 | Ne | Ne | | | PCS | 1,05 |
| 1120 | Spokes | Inventory | 10 000 | Ne | Ne | | | PCS | 2,00 |
| 1150 | Front Hub | Inventory | 200 | Ne | Ne | 1150 | 1150 | PCS | 12,441 |
| 1151 | Axle Front Wheel | Inventory | 200 | Ne | Ne | | | PCS | 0,45 |
| 1155 | Socket Front | Inventory | 200 | Ne | Ne | | | PCS | 0,77 |
| 1160 | Tire | Inventory | 200 | Ne | Ne | | | PCS | 1,23 |
| 1170 | Tube | Inventory | 200 | Ne | Ne | | | PCS | 1,75 |
| 1200 | Back Wheel | Inventory | 152 | Ne | Ne | 1200 | 1200 | PCS | 129,6815 |

The right sidebar shows the following item details for item 1000:

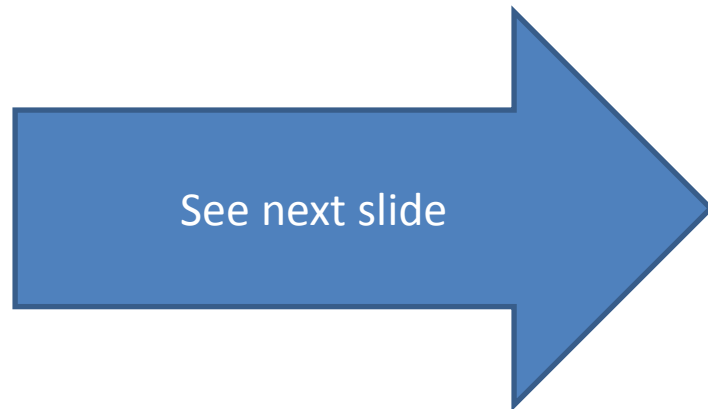
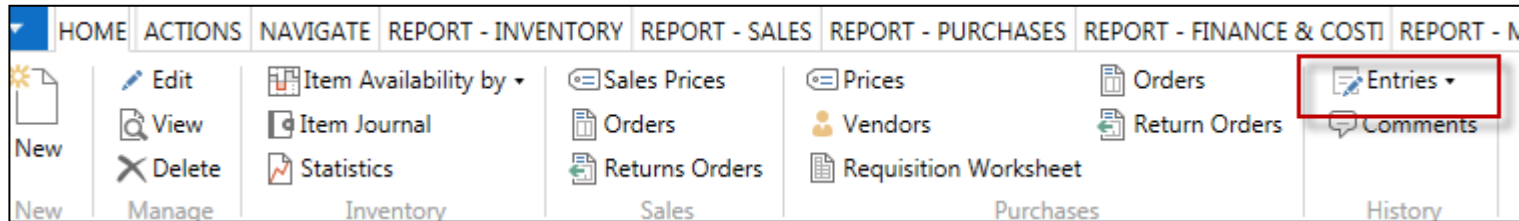
- Item No.: 1000
- Reordering Policy: Fixed Reo...
- Reorder Point: 0
- Unit Price: 4 000,00
- Last Direct Cost: 0,00
- Profit %: 91,23515
- Indirect Cost %: 0

Inventory was decreased by 10!

Item Ledger Entries

See Item Ledger Entries:

- Search window (See the previous slide)
- Item
- Filter to Item 1936-S
- Find icon Entries ->Option=Entries

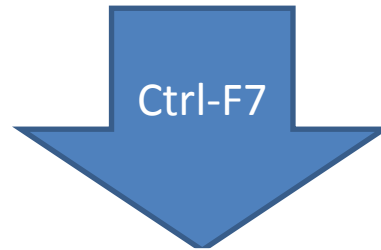


Item Ledger Entries

Items ▾

1936-S | No. ▾ | ✕ ▾

| No. | Description | Type | Inventory | Su... Exist | As... BO... | Production BOM No. | Routing No. | Base Unit of Measure | Cost is ... | Unit Cost |
|--------|----------------------------|-----------|-----------|----------------|----------------|-----------------------|----------------|-------------------------|--------------------------|-----------|
| 1936-S | BERLIN Guest Chair, yellow | Inventory | 136 | Ne | Ne | | | PCS | <input type="checkbox"/> | 97,50 |



Inventory was decreased by 10!

Item Ledger Entries ▾

24.01.19 | Posting Date ▾ | ✕ ▾

Filter: 1936-S

| Posting Date | Entry Type | Document Type | Document No. | Item No. | Description | Location Code | Quantity | Invoiced Quantity | Remaini Quant |
|--------------|------------|-------------------|--------------|----------|-------------|---------------|----------|-------------------|---------------|
| 24.01.2019 | Transfer | Transfer Shipment | 108002 | 1936-S | | GREEN | -4 | -4 | |
| 24.01.2019 | Transfer | Transfer Shipment | 108002 | 1936-S | | OWN LOG. | 4 | 4 | |
| 24.01.2019 | Transfer | Transfer Receipt | 109001 | 1936-S | | OWN LOG. | -4 | -4 | |
| 24.01.2019 | Transfer | Transfer Receipt | 109001 | 1936-S | | RED | 4 | 4 | |
| 24.01.2019 | Transfer | Transfer Shipment | 108005 | 1936-S | | RED | -4 | -4 | |
| 24.01.2019 | Transfer | Transfer Shipment | 108005 | 1936-S | | OUT. LOG. | 4 | 4 | |
| 24.01.2019 | Sale | Sales Shipment | 102043 | 1936-S | | BLUE | -10 | -10 | |

General Ledger (home study)

- What is it?

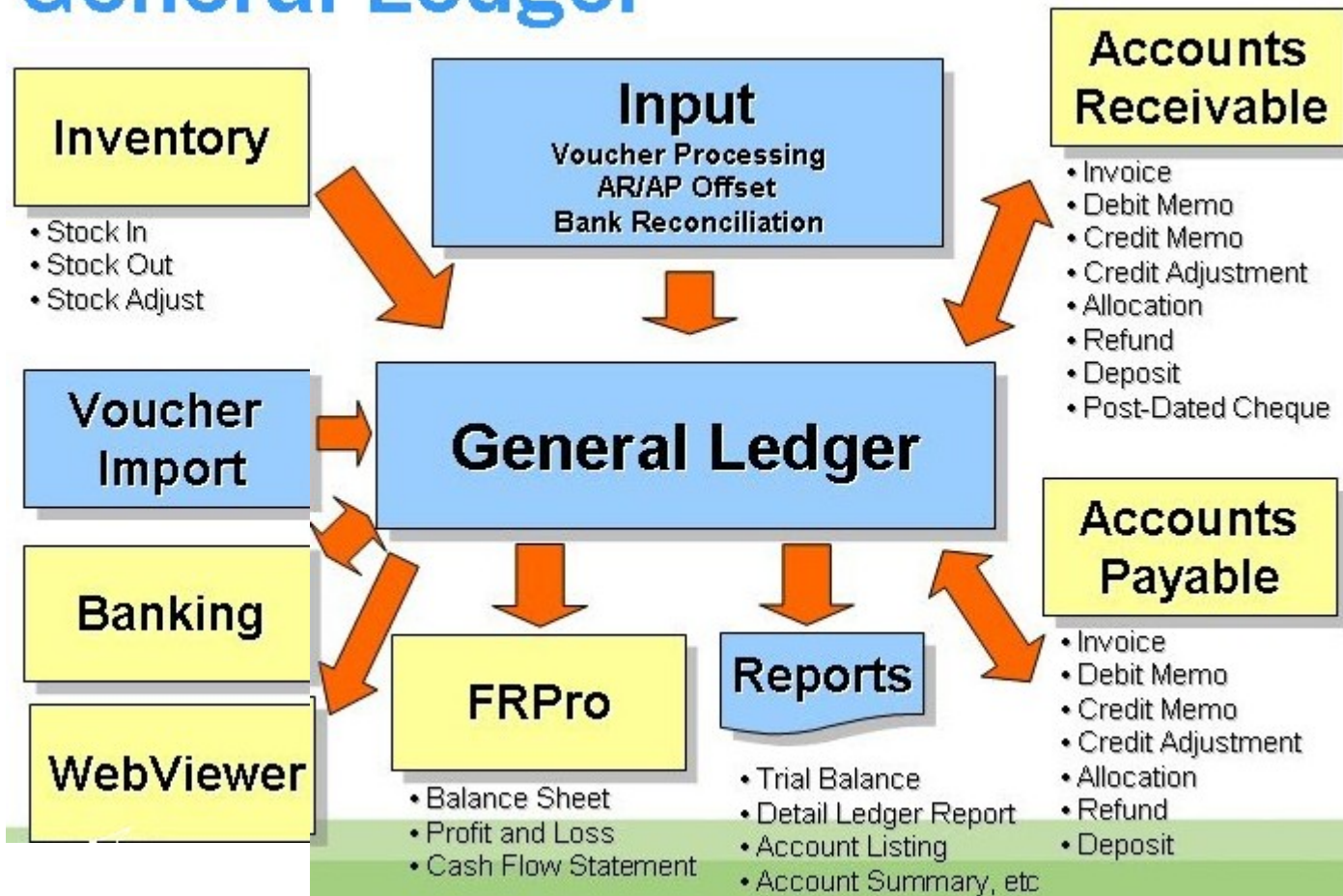
A **general ledger** contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equities, revenues, and expenses.

In modern accounting software or ERP, the general ledger works as a central repository for accounting data transferred from all sub-ledgers or modules like account payable, account receivable, cash management, fixed assets, purchasing and projects.

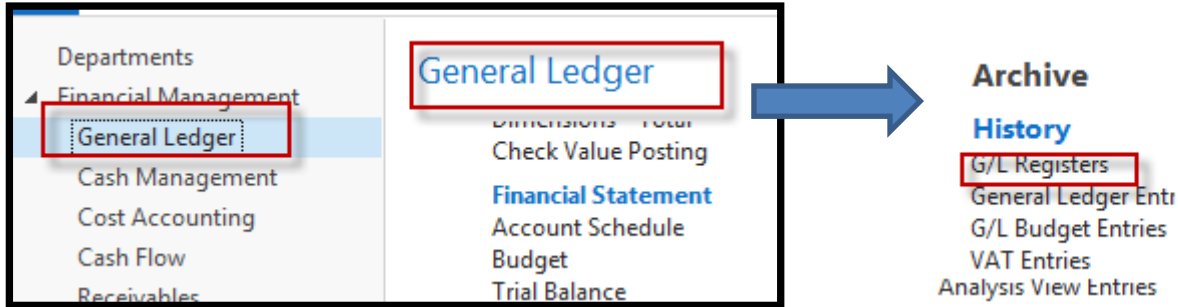
The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization. The collection of all accounts is known as the general ledger.

General Ledger (home study)

General Ledger



Impacts in General Ledger



Go to the last line of G/L register

G/L Registers ▾

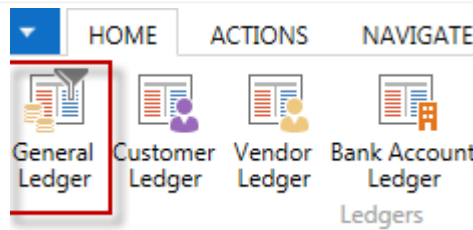
Show results:

✗ Where is Enter a value.

+ Add Filter

| No. | Creation Date | User ID | Source Code | Journal Batch... | From Entry No. | To Entry No. | From VAT Entry No. | To VAT Entry No. |
|-----|---------------|-------------|-------------|------------------|----------------|--------------|--------------------|------------------|
| 129 | 03.10.2017 | NAVERTIC... | SALES | | 2818 | 2822 | 901 | 902 |

Go to icon General Ledger



Impacts in General Ledger

General Ledger Entries ▾

Type to filter (F3)

| Posting Date | Document Type | Document No. | G/L Accou... | Description | Gen. Postin... | Gen. Bus. Posting ... | Gen. Prod. Posting ... | Amount | Bal. Accou... |
|--------------|---------------|--------------|--------------|-------------|----------------|-----------------------|------------------------|-----------|---------------|
| 24.01.2019 | Invoice | 103032 | 6910 | Order 1001 | Sale | NATIONAL | RETAIL | 71,95 | G/L Account |
| 24.01.2019 | Invoice | 103032 | 5610 | Order 1001 | | | | 17,99 | G/L Account |
| 24.01.2019 | Invoice | 103032 | 6110 | Order 1001 | Sale | NATIONAL | RETAIL | -1 439,00 | G/L Account |
| 24.01.2019 | Invoice | 103032 | 5610 | Order 1001 | | | | -359,75 | G/L Account |
| 24.01.2019 | Invoice | 103032 | 2310 | Order 1001 | | | | 1 708,81 | G/L Account |

Sales Retail Domestic
6110

1439,00

Sales VAT 25%
5610

17,99 359,75

Customer Domestic
2310

1 708,81

| Debit | Credit |
|---------|---------|
| 17,99 | 1439 |
| 71,95 | 359,75 |
| 1708,81 | 1798,75 |
| 1798,75 | |

Discount granted
6910

71,95

Use of Navigate tool

- Go to Icon Customer Ledger Entries from the same working space (General Ledger)

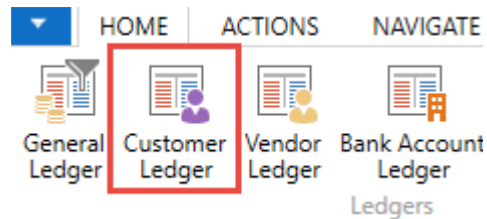
G/L Registers ▾

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

| No. | Creation Date | User ID | Source Code | Journal Batch... | From Entry No. | To Entry No. | From VAT Entry No. | To VAT Entry No. |
|-----|---------------|-------------|-------------|------------------|----------------|--------------|--------------------|------------------|
| 129 | 03.10.2017 | NAVERTIC... | SALES | | 2818 | 2822 | 901 | 902 |



Use of Navigate tool

HOME ACTIONS

View List Edit List Show Posted Document **Navigate** Apply Entries Incoming Document Unapply Entries... Reverse Transaction... Reminder/Fin. Charge Entries Applied Entries Dimensions Detailed Ledger Entries Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh

Manage Process Functions Entry Send To View Show Attached Refr

Customer Ledger Entries

Type to filter (F3) | Document No.

| Posting Date | Document Type | Document No. | Customer No. | Message to Recipient | Description | Currency Code | Original Amount | Amount | Remaining Amount | Due Date |
|--------------|---------------|--------------|--------------|----------------------|-------------|---------------|-----------------|----------|------------------|------------|
| 24.01.2019 | Invoice | 103032 | 30000 | | Order 1001 | | 1 708,81 | 1 708,81 | 1 708,81 | 31.01.2019 |

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS CRONUS Internatio... ?

Show Related Entries Find Print... Find by Document Refresh Find by Business Contact Find Find by Item Reference

Process Find By Page

Document

Document No.: 103032 Posting Date: 24.01.19

| Related Entries | No. of Entries |
|----------------------------|----------------|
| Posted Sales Invoice | 1 |
| G/L Entry | 5 |
| VAT Entry | 2 |
| Cust. Ledger Entry | 1 |
| Detailed Cust. Ledg. Entry | 1 |
| Value Entry | 1 |



Result of Navigation

103032 · John Haddock Insurance Co.

General

| | | | |
|------------------------|----------------------------|---------------------------|------------|
| No.: | 103032 | Document Date: | 24.01.2019 |
| Sell-to Customer No.: | 30000 | Document Exchange Status: | Not Sent |
| Sell-to Contact No.: | CT000018 | Quote No.: | |
| Sell-to Customer Name: | John Haddock Insurance Co. | Order No.: | 1001 |
| Sell-to Address: | 10 High Tower Green | Pre-Assigned No.: | |
| Sell-to Address 2: | | External Document No.: | |
| Sell-to Post Code: | MO2 4RT | Salesperson Code: | PS |
| Sell-to City: | Manchester | Responsibility Center: | |
| Sell-to Contact: | Miss Patricia Doyle | No. Printed: | 0 |
| Posting Date: | 24.01.2019 | | |

Lines

Line ▾ Find Filter Clear Filter

| Type | No. | Description | Quantity | Unit of Measur... | Unit Price Excl. VAT | Line Amount Excl. VAT |
|------|--------|----------------------------|----------|-------------------|----------------------|-----------------------|
| Item | 1936-S | BERLIN Guest Chair, yellow | 10 | PCS | 143,90 | 1 367,05 |

< >

| | | | |
|------------------------------------|------|------------------------|-----------------|
| Invoice Discount Amount Excl. VAT: | 0,00 | Total Excl. VAT (GBP): | 1 367,05 |
| | | Total VAT (GBP): | 341,76 |
| | | Total Incl. VAT (GBP): | 1 708,81 |

End of the section SALES

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

